



King County

TECHNICAL INFORMATION PROCESSING SPECIALIST III DEPARTMENT OF TRANSPORTATION - TRANSIT DIVISION / SCHEDULING SECTION

Hourly Rate Range: \$14.62 - \$20.89

Job Announcement: 04DP4266

OPEN: 5/26/04

CLOSE: 6/9/04

WHO MAY APPLY: This position is open to all career service employees, all executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 South Jackson St., KSC-TR-0419 Seattle, WA 98104**, or hand deliver applications to **The Career and Employment Center 201 South Jackson St., Seattle, WA 98104**. Application materials **must** be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 or delanie.peterson@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 201 S. Jackson St., King Street Center, Pioneer Square, Seattle

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The forty-hour workweek is Monday through Friday; daily hours can be established between 6:30 a.m. and 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: This position performs a variety of technical services under limited supervision. Ability to prioritize own work is required and independent judgment is exercised, however incumbents do not serve in a supervisory or lead capacity. Duties include:

- Provide technical assistance to co-workers and internal customers.
- Generate documents and reports for co-workers and customers using Microsoft Word, Excel, Adobe Acrobat and other software programs.
- Maintain internal website using basic HTML editor.
- Determine validity, correctness, and completeness of information to be entered into computer applications and make appropriate corrections if necessary.
- Proofread and verify work product.
- Maintain a log or file system to control information and to facilitate its entry and retrieval.
- Support others by handling excess workload of similar type within or outside of the work unit as needed or assigned.
- Compiling, sorting, and printing documents for co-workers and customers.

MINIMUM QUALIFICATIONS:

- Knowledge of specialized software applications; applicant should be very familiar with Word, Excel, Acrobat, basic HTML and be willing to learn other applications as necessary.
- Knowledge of basic mathematical concepts used in Excel, such as average, minimum and maximum.
- Demonstrated ability to proofread and verify the accuracy of own work and that of others.
- Demonstrated ability to follow oral and written instructions.
- Excellent oral and written communication skills.
- Knowledge of document filing and records systems.
- The ability to multi-task with frequent interruptions.
- The ability to work under pressure sensitively and effectively with a diverse clientele.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- The ability to organize, prioritize, and manage a high volume of work.
- The ability to compose, proofread, and edit written materials according to the principles of good business writing to include skill in proofing and formatting documents, charts, graphs, manipulation of graphics and tables.

WORK ENVIRONMENT: Work is generally performed in an office environment

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. Applicants clearly demonstrating the necessary skills may be invited for testing that will include Word and Excel and other computer skills. The most competitive candidates will be contacted for an interview.

UNION MEMBERSHIP: Amalgamated Transit Union Local 587 represents this position.

CLASS CODE: 4400300